

Wellspring Academy Trust

Job Description

Post Title: EYFS Class Teacher (Maternity Cover)

Department: Oakhill Primary Academy

Reporting to: Head of School

Salary: MPS – Fixed term for 1 year



Purpose of the post

To be responsible for carrying out the duties set out in the Teachers Pay and Conditions Document, as directed by the Head of School

1. CONSULTATION

In carrying out these duties, to consult, where appropriate, with the relevant senior manager, the staff in school, parents and carers, pupils and the wider community.

2. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

3. AREAS OF RESPONSIBILITY AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT:

Teach allocated pupils by planning their teaching to achieve progression of learning through: • identifying clear teaching objectives and specifying how they will be taught and assessed • setting tasks which challenge pupils and ensure high levels of interest and participation • setting appropriate and demanding expectations

with a clear appreciation for national expectations by the end of EYFS

- setting clear targets, building on prior attainment, and communicating clearly with pupils, support staff, other teachers in the setting and parents
- identifying vulnerable pupil groups (SEN, EAL, FSM, HA pupils) and taking a pro-active approach to ensure accelerated progress;
- provide clear structures for lessons maintaining pace, motivation and challenge; • make effective use of assessment and ensure coverage of programmes of study; • ensure effective teaching and best use of available time;
- monitor and develop effective intervention to ensure good learning and pupil progress • use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through books, visual props, audio visual clips I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness and respond positively to lesson observation feedback and suggestions for further development;
- encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- make effective use of additional adults in the classroom to support learning.

B MONITORING, ASSESSMENT, RECORDING, REPORTING:

- assess how well learning objectives have been achieved and use formative assessment to tailor specific aspects of teaching to secure learning;
- mark and monitor pupils' work daily and set and communicate targets for progress; • assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

C OTHER PROFESSIONAL REQUIREMENTS:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavor to give every child the opportunity to reach their potential and meet high expectations; • contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined • to engage with colleagues and actively embrace opportunities for further professional development.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices • Show a commitment to ensuring that children and young people learn in a safe environment • Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

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Person Specification

		Essential / Desirable	How Identified
Section	Information		
Education and Training			
Teacher Training Qualification	PGCE or equivalent.	E	App
First Aid Qualification	Level 2 or Level 3	D	App
Experience			
Effective class teacher	EYFS experience	E	App/INTERVIEW/Reference
Proven record of high levels of attainment		E	App/INTERVIEW/Reference
Experience of class teaching		E	App/INTERVIEW/Reference
Engaging, lively style of teaching which promotes pupil activity		E	App/INTERVIEW/Reference
Detailed understanding of assessment, target setting and securing progress		E	App/INTERVIEW/Reference

Work as part of a team	Working with TA/HLTA and school staff in a range of settings	E	App/INTERVIEW/Reference
Effective deployment of support staff		E	App/INTERVIEW/Reference
Effective use of ICT for a range of purposes	Using a range of IT programs and equipment to benefit the classroom and pupil attainment	E	App/INTERVIEW/Reference
General and Specialist Knowledge			
Knowledge of early intervention strategies to support accelerated progress through EYFS (Phonics, reading, writing, maths)		E	App/INTERVIEW/Reference
Knowledge of effective strategies for managing behaviour		E	App/INTERVIEW/Reference
Knowledge of effective strategies to support pupils with EAL		E	App/INTERVIEW/Reference
Knowledge of effective strategies to support pupils with SEN		E	App/INTERVIEW/Reference
Skills and Abilities			
Adaptability to changing circumstances and new ideas		E	App/INTERVIEW/Reference
Positive attitude, energy and enthusiasm		E	App/INTERVIEW/Reference
Ability to work well in a team		E	App/INTERVIEW/Reference
Excellent rapport with students		E	App/INTERVIEW/Reference
Ability to work confidentially and with discretion		E	App/INTERVIEW/Reference
Excellent communication and interpersonal skills		E	App/INTERVIEW/Reference

Ability to be a good role model to young people	E	App/INTERVIEW/Reference
Additional Requirements		
Operate with the highest standards of personal/professional conduct and integrity	E	App/INTERVIEW/Reference
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	App/INTERVIEW/Reference
Willing to undertake training and continuous professional development in connection with the post.	E	App/INTERVIEW/Reference
Work in accordance with the Trust's values and behaviours.	E	App/INTERVIEW/Reference
Able to undertake any travel in connection with the post.	E	App/INTERVIEW/Reference
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	App/INTERVIEW/Reference
Satisfactory DBS disclosure to work in an environment dealing with young people	E	App/INTERVIEW/Reference
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	App/INTERVIEW/Reference
A commitment to safeguarding and promoting welfare for all	E	App/INTERVIEW/Reference